



Gallatin County DUI Task Force

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DUI Overtime Patrol Funding

Fiscal 2007

The Gallatin County DUI Task Force is charged with reducing DUI in Gallatin County and supporting county enforcement efforts. As part of that focus, the Task Force sets aside a proportion of their Fiscal budget to fund DUI Overtime Patrols.

DUI Task Force members are:

- Private citizens
- Treatment and prevention professionals
- Law enforcement professionals
- Prosecuting attorneys

DUI Task Force Mission:

- The Gallatin County DUI Task Force works to educate the public on the dangers of driving when personal judgment or motor functions are impaired due to consumption of alcohol or other drugs in order to reduce alcohol-related traffic accidents and prevent DUIs in Gallatin County.

DUI Task Force Vision:

- The Task Force strives to improve public awareness and recognition of the risks and consequences of DUI, and to support community education, prevention and enforcement efforts whenever and wherever possible.

Apply for DUI overtime patrol funding by following these simple steps:

- 1) Be sure your patrol is a DUI-focused patrol, not for general overtime efforts. You will need to report on activities during the patrol and the number of stops made.
- 2) Complete the questionnaire and the money request form.
- 3) Submit the two forms to be approved by the Gallatin County DUI Task Force:

Submit DUI overtime patrol funding request ten days prior to the 3rd Wednesday of: May August November February	DUI Task Force votes on the third Wednesday of: June September December March	Effective dates – funding requests and quarterly reviews of activity: July 1 st thru Sept 30 th Oct 1 st thru Dec 31 st Jan 1 st thru Mar 31 st April 1 st thru June 30 th
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To confirm the monthly meeting date, time, and location, visit the DUI Task Force website: www.gallatinduitaskforce.us Email: info@gallatinduitaskforce.us

- 4) *Funds will only be distributed for patrols that have prior approval and reimbursements cannot cover costs above the approved amount.* Patrols are reimbursed through county payment channels, so funds can take a month to be returned to your agency.
- 5) You will be asked to present to the Task Force about your project when they consider your overtime patrol request but may be asked to leave the room for the vote on your project. Please bring 8 copies of your mini-grant request *excluding* these introductory pages.
- 6) If your request is funded, you will need to fill out a Memorandum of Understanding about the terms of our agreement. A sample MOU is included on our website.

How to use and record your Gallatin County DUI Task Force Mini-Grant

- 1) Please plan on issuing a press release about your overtime patrol, notifying the public you will be doing them (you don't need to mention specific dates and times, but can make a general statement like, on the weekend of. . .). Include in the press release that the funding came from the Gallatin County DUI Task Force. Please turn in a sample press release with your application (the Task Force coordinator can help with this).
- 2) After the patrol, send in the report and evaluation. Your funds will not be distributed until these items have been returned to Gallatin County DUI Task Force, along with a letter thanking them for their commitment for the specific amount of funds and an invoice (to be used in submitting the Purchase Order for your reimbursement).

Following are the: Event Questionnaire; Money Request Form; and Final Report and Evaluation Form. Please write the name of your organization/project on each page.

Overtime Patrol Request

Law Enforcement Agency applying for funds

Date of application _____

Contact Person

Address/Phone

Email _____

Website _____

Proposed dates of patrol/s _____

Purpose/focus of overtime patrol (why is a DUI overtime patrol important on the dates you are proposing?)

Anticipated impact:

How will you measure the effectiveness of the Overtime Patrol?

Would you still sponsor this overtime patrol if not funded by the Gallatin County DUI Task Force?

☐ Yes ☐ No

Comments: _____

- End of funding questionnaire -

DUI Overtime Request Form

Name of agency requesting the patrol _____

Please provide the following:

1. Anticipated hours of each patrol _____
2. Cost per hour of overtime \$ _____
(We do not cover mileage or vehicle costs)
3. Total billing for each patrol \$ _____
4. Number of Patrol(s) requested _____
5. Total Patrol/Hours X Number/Patrol(s) \$ _____
Please be accurate – the Task Force will not cover cost over-runs.

6. Additional Comments: _____

- End money request form -

Final Report and Evaluation

Law Enforcement Agency: _____

Number and dates of overtime patrols:

Total number of patrols and amount submitted for reimbursement this period:

Name and signature of agency supervisor:

(signature) _____

(please print) _____

Stops made/ citations issued: *You can attach a report if that's simpler*

Comments about the patrol – ideas for future patrols:

- End of evaluation questions -